

UNIVERSITY OF CALIFORNIA - STANDARD PRACTICES

Section: 7 Acquisition Planning

Subject: 7.1 Acquisition Planning — General

PURPOSE:	This standard practice (SP) describes the Laboratory's acquisition planning system.
POLICY:	The Laboratory will perform acquisition planning for appropriate subcontracts in accordance with good business practices and in order to obtain quality products in a timely manner at a reasonable price.
SCOPE:	This SP applies to proposed acquisitions meeting the criteria established by each Laboratory.
OBJECTIVES:	<p>Through a joint effort involving programmatic, financial and procurement personnel, a strategy for acquiring goods or services in a timely and cost effective manner is developed.</p> <p>Good acquisition planning involves analyzing requirements and employing technical, business, policy, operational, and other acquisition considerations to develop an acquisition plan that establishes realistic milestones to achieve program goals. Acquisition planning is designed to accomplish the following objectives:</p> <ul style="list-style-type: none">• Employment of effective competitive techniques;• Timely acquisition of goods and services;• Appropriate consideration of government sources of supply;• Development of clear specifications and basis for award;• Encouraging of socioeconomic participation; and• Receipt of more favorable pricing through consolidation of requirements.
ELEMENTS OF ACQUISITION PLANNING:	<p>Acquisition planning involves:</p> <ul style="list-style-type: none">• Advance notification to Procurement by Laboratory programmatic and financial personnel of upcoming requirements;• Development of a collaborative plan for acquiring required goods or services, considering the essential elements of the subcontract; and• Development of a procurement milestone schedule.

UNIVERSITY OF CALIFORNIA - STANDARD PRACTICES

Section: 7 Acquisition Planning

Subject: 7.1 Acquisition Planning — General

PROCEDURES:

Laboratory Specific Instructions:

- At LANL see SI 7.1, Acquisition Planning
- At LBNL see SI 7.1, Acquisition Planning - General
- At LLNL see Commercial Procurement Procedure P-300, Competition Supplier Identification

RESPONSIBILITIES:

Procurement specialists will:

- Work with requesters and other appropriate Laboratory personnel to establish acquisition plans;
- Develop realistic milestones; and
- Assist requesters in their make or buy decisions by doing market research, when requested.

REFERENCES:

Prime Contract Clause 6.18 – Make-or-Buy Plan